



## *Rubicon Outdoor Centre*

### **Standard 5: Process for Reporting a Child Safe Incident at Rubicon**

#### **General Statements and Intentions:**

Fulfilling the roles and responsibilities contained in this procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

School staff are neither prohibited or discouraged from reporting an allegation of child abuse to a person external to the school.

It is not the victim's responsibility to inform the police or other authorities of the allegation.

Staff are not required to make a judgment about the truth of the allegation of child abuse.

Staff are actively encouraged to make and retain records in relation to an allegation or disclosure of child abuse.

#### **Who this process applies to:**

This process applies to all allegations or disclosures of child abuse made by or in relation to a child, school staff, visitors or other persons while connected to a school environment.

#### **Process:**

- Consider whether the incident constitutes child abuse as defined by the ETR Act (2006).  
See (ChildSafeStandard3\_Definitions)
- Consider whether or not to make a report. If in doubt, seek advice from the Principal, Leadership team or Wellbeing Coordinator.
- If a decision is made not to report, the initial concern must still be documented along with the reasons why it was decided not to go ahead.
- If a decision is made to report, consult the 4 Critical Actions and commence the PROTECT Responding Template checklist.
- Consult 'Resource 6' for guidance on how to handle the immediate circumstances at point of incident or disclosure.
- Inform the Principal and if appropriate or desired, a member of the leadership team.
- The Principal or leadership team will initiate the Student Support Plan.
- Once informed, the Principal will inform the visiting school Principal.
- The Principal will support the reporting process.
- Subsequent to the incident (within 4 – 6 weeks), the Principal will enact the review process.
- The review goes to School Council.